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16 May 1950

MEMORANDUM FOR: DIRECTOR OF CENTRAL INTELLIGENCE

FROM: Assistant Director, OCD

SUBJECT: Additional hands needed in OCD to deal with
greatly increased flow of documents

1. In March of this year the flow of documents reached an all-time peak of 33,000 different items - most of which were received in multiple copies. This represents a 37% increase over the average monthly volume of 24,000 in 1949.

2. Each of these documents must be 1) logged in, 2) read by a disseminator in order that routing may be determined, 3) coded for subject and area covered, 4) indexed, 5) transported to the analysts concerned, 6) filed in the library for future use.

3. The magnitude of the job has made it impossible for Liaison and Library to keep current in regular working hours, and even with extensive overtime it has been impossible to prevent the development of backlogs. Our T/O for messengers and couriers is satisfactory; our difficulty on this score is that we are unable to keep the full strength on the job, for no one likes this kind of work. Our T/O for liaison and library needs strengthening if we are to avoid serious delays and the kind of chaos which results when papers begin to pile up at critical points in the circuit because there are not enough hands to keep them moving.

4. Though the space limitation is serious, we could fit in a few more hands at the points which most need them, and I should like your authorization to include them in the Budget on which we are now working. They are:

Number Grade Job

2 GS-7 Junior Analysts, to be assigned to Analysis Branch of Library. Their job is to code and index the documents.

1 GS-5 Disseminator, to be assigned to State Desk of Liaison Division. Job is to read and route incoming documents.

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Number Grade Job

- 1 GS-4 Control Clerk, to be assigned to Chief's office, Liaison Division. Job is to log and index requests, collection directives, and materials received in response. The one person GS-5 now on this job is unable to keep pace with the volume.
- 2 GS-4 File Clerks) To be assigned to Reference Branch of
3 GS-3 File Clerks) Library. They must 1) file new documents,
3 GS-3 Typists) 2) pull documents out on request, 3) cull
out older documents in order to keep files from growing
out of bounds, 4) type charge-cut slips and circulation
records.
- 1 GS-4 Dissem. Clerk) To be assigned to Central Records Branch
1 GS-4 Control Clerk) of Library. Job is to log documents in
1 GS-3 Mail Clerk) and out, and perform the physical work of
receiving the inflow, sorting documents out, and getting
them into the proper work channels.
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5. If the above additions are approved, the Liaison Division T/O

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6. The increase in T/O for which I am asking is far less than the 3% increase in workload, but output per worker is improving as we get settled down, routines are well established, and we have fewer drastic reorganizations and shake-ups. Even with this increase we will probably have backlog and overtime to deal with this summer.

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Approved

Disapproved

(Copy to Management via ✓
Executive if approved)

cc: ICI

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